



MOHAMMAD MUJAHID

CONTACT

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- Al Masoudi, Al Ain, Abu Dhabi.UAE

PROFESSIONAL EXPERTISE

- Excellent communication skills, with a focus on providing positive and efficient service to customers.
- Proficient in operating POS systems and managing payment transactions, returns, and exchanges.
- Meticulous when handling transactions and ensuring the accuracy of pricing and inventory.
- Efficiently manage multiple tasks in fast-paced environments.
- Quickly resolve customer issues with professionalism and patience.

LANGUAGES

- English
- Hindi
- Urdu



PROFILE

Dedicated accounting assistant with a strong track record of providing high-quality support in the accounting field. Bringing expertise in account management, expense reports, and invoice reconciliation, with a commitment to delivering exceptional results. Passionate about collaborating with teams to drive success and continually seeking opportunities to enhance skills and contribute to organizational growth.



WORK EXPERIENCE

- Zuri By MK ----- New-Delhi** 2023- 2024
Junior Accountant
- Posted financial data in Excel spreadsheets and managed inventory.
 - Reconciled expenses and financial records.
 - Maintained and reconciled general ledger accounts.
 - Maintained general ledger accounts and conducted routine entries and reconciliations.
 - Gathered banking transactions via statements, recorded activity in Excel format and reconciled balances.
 - Processed journal entries to record transactions accurately.



EDUCATION

- Bachelor of Commerce** 2022
(Accounting and Finance)
from Indira Gandhi National Open University, New-Delhi
- Advance Diploma In Computer Application & Desktop Publishing** 2022
(Financial Accounting with inventory & Taxation)
From Indira Gandhi Institute, New-Delhi
- Higher Secondary (12th)** 2018
(Science Stream)
From Uttar Pradesh Board



PERSONAL DETAILS

- Date of Birth : 08/01/2002
- Nationality : Indian
- Marital Status : Single
- Father's Name: Mohammad Afzal
- Passport Details:
 - Passport No: U9916674
 - Issue date : 26/04/2021
 - Expiry date : 25/04/2031
- Visit Visa:
 - Valid at : 07/04/2025